



Integrated System News Bulletin

DMH CIOB and IS OPERATIONS ARE MOVING OFFICES on 2/24/06

Attention: All Providers

STOP – Impact on You

On Friday, February 24, 2006, the Chief Information Office Bureau and other occupants of the DMH building at 3160 West 6th Street will be moving to our new offices a block away in the south tower of the Wilshire Towers at 7th and Vermont, just south of Wilshire. CIOB Staff will be in transition and difficult to reach that Friday, but the Help Desk will be operating (with reduced staff).



CAUTION – What You Need to Know

The Integrated System will continue normal operations during the move, but the DMH Help Desk, End User Support, and IS Operations team will be in transition to our new building on Thursday and Friday of that week. You may find it difficult to contact individual members of the CIOB team. We plan to continue to offer support without interruption, but users may experience delays if Help Desk phone traffic is heavy since we will be working with a reduced staff.

During the move, the Help Desk and End User Support will be unable to accept faxes of PHI. We anticipate that we will not be able to receive faxes from Thursday, February 23rd until late in the day on Monday, February 27th. In addition, there are several forms that Help Desk and End User Support will not be able to process from February 23rd to March 1st. They are...

- Request for Episode Admission/Discharge Date Change. (IS and MHMIS)
- Request to Delete Units of Service In MHMIS.
- Transfer/Assignment of Coordinator for SFPR removal (MHMIS and IS)
- UMDAP removals (MHMIS and IS)

In addition, **no new rendering providers will be processed that Friday (2/24/06)**

The new DMH CIOB address is 695 S. Vermont, LA CA 90005-1349. Our new offices are only a block away from our current location. Meetings such as the IS Issues Workgroup and IS Reports Workgroup will no longer be held at 3160 W

6th St. Please refer to the IS Website for more information about the location and parking for these meetings. Trainings will be held in the new CIOB training facility on the 7th floor at 695 S. Vermont, and Production Labs will be held on the 6th floor.

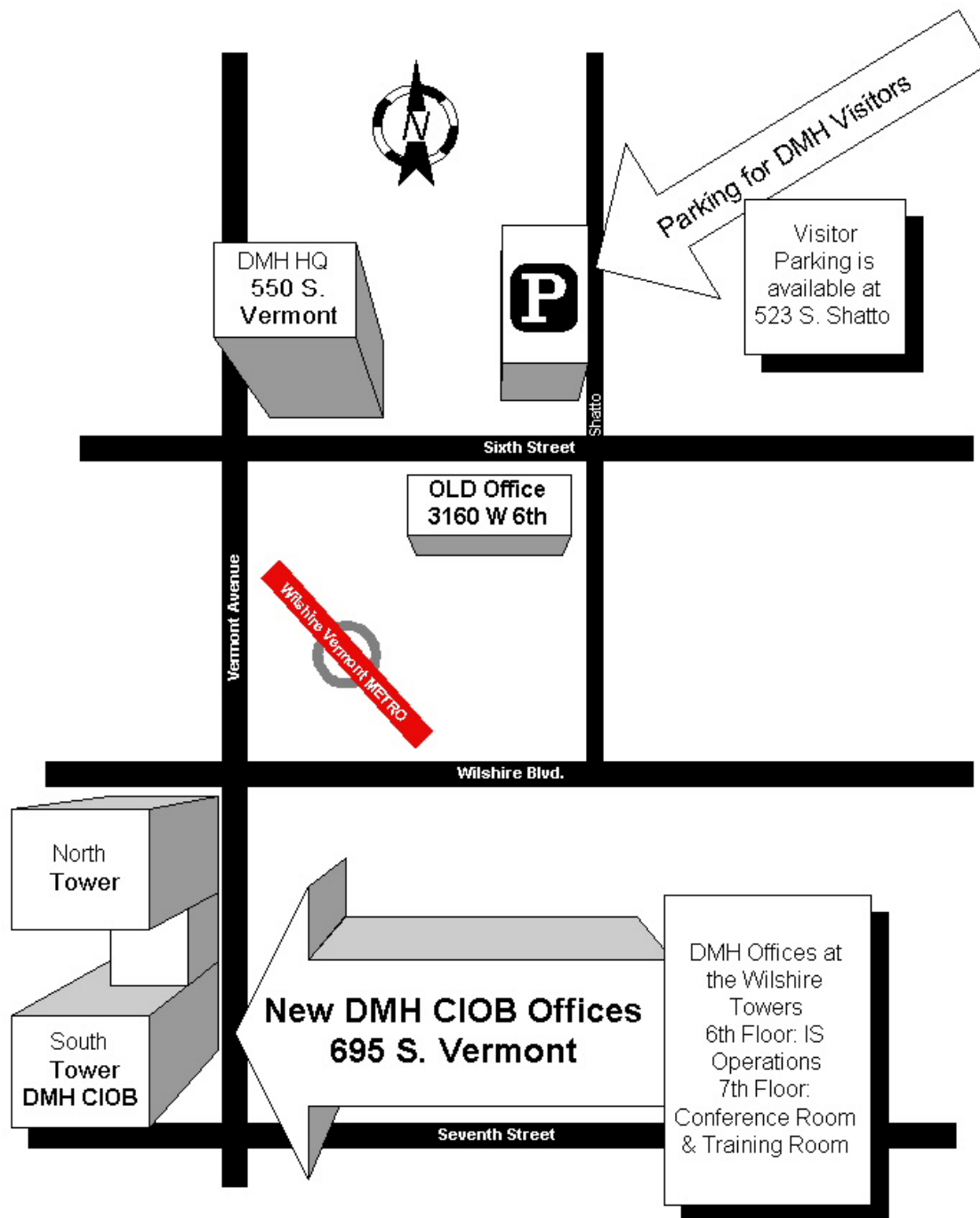
Our main office is not a part of this move: the offices at 550 S. Vermont will not change. Visitor parking will still be available at our lot at 523 Shatto, just north of 6th street and just east of our main building at 550 S. Vermont. We are also working on additional visitor parking at the new 695 S. Vermont building. Details on that will be posted when we can confirm them.

Although our main published numbers (such as the Help Desk number) will not change, Staff phone numbers *will* change. Email is your best option if you wish to contact staff immediately after the move.

The attached page includes a map of the local area with directions to the new building, the Shatto parking structure, etc.

GO – What You Need to Do

Please distribute this message to other people in your facility who visit the DMH offices, and save the attached map for your future reference.



DMH Offices in the Vermont / Wilshire Area